

Bid Request Small Group Facilitation and Strategic Planning

**Providing short-term small group facilitation and strategic planning
guidance for Iowa's early childhood professional development system**

SUBMISSION DEADLINE:
November 21, 2008
4:30 p.m. CST

IOWA DEPARTMENT OF EDUCATION
Head Start State Collaboration Office
Grimes State Office Building
Des Moines, Iowa 50319-0146

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Purpose

The purpose of this document is to solicit project bids from qualified service contractors to facilitate the development of an effective and well-functioning steering committee for oversight of an Iowa early childhood professional development system.

The Iowa Department of Education intends to notify the recipient of the award by December 1, 2008 for a work time frame that concludes on September 30, 2009.

Goal of the Contracted work

The overall goal for this effort is to facilitate the development of a representative steering committee that will provide leadership for an early childhood professional development system. The result of this facilitation work will be to enhance effectiveness of the committee through increased communication; development of roles and responsibilities; training; and systematic reporting as well as to strengthen relationship with the Professional Development System Component Group (of Early Childhood Iowa) and other multiple agencies/projects that contribute to the ECPD system to improve system integration and functioning.

In developing activities and small group processes that enhance leadership potential of the steering committee, the selected contractor must prepare the steering committee to carry out the following functions:

- identifying and supporting key system infrastructure elements (e.g., state-level system staff, consistent funding, clear roles and responsibilities of leadership and advisory groups) that lead to a stable, predictable, integrated and effective early childhood professional development system;
- coordinating activities that are part of the system development work such as conducting a workforce study, designing a professional development system including establishing career pathways for early childhood professionals across the breadth of early childhood programs and services. The career pathways must described the standards, competencies and identifiable levels that serve professionals working in all aspects of the early care, health and education system;
- assuring within any career pathways there is clear alignment across standards, competencies, and professional development providers;
- manage the participation in this work of the Early Childhood Iowa (ECI) professional develop component group, including providing ongoing representation of this component group in ECI Council and co-chair committee;
- promote the acceptance and adoption of the professional development system by the early childhood community in Iowa.

Please note that the above bullet-points are *not* what we expect from the contractor but what we hope the steering committee will be able to do as a result of the contractor's facilitation and planning work with the steering committee.

Contractor Expectations

The selected contractor will be expected to design and lead no fewer than six monthly meetings with the steering committee for sessions prior to June 30, 2009. The lengths of the meetings will be based on the agenda for the meetings at the contractor's discretion. (The contractor should anticipate monthly meetings—at least two all-day—with the steering committee.) The contractor will also be expected to design and lead two all-day meetings with the larger ECI Professional Development Component Group.

Related to designing and leading these meetings, the contractor will agree to meet with representatives from the Iowa Department of Education on a monthly basis to assure the work is progressing to its satisfaction.

The contractor will also oversee the development of documentation and products that come from the steering committee's work. (While there will be staff assigned to the steering committee to serve as minute-takers and note-compilers, the expectation of the contractor is that s/he will be responsible for making sure all needed documentation is created and will work with other contracted individuals and the DE to see that it is disseminated to all relevant parties.) At a minimum, the contractor will be expected to lead the steering committee to create charter documents (such as vision, mission and values statements; committee membership expectations, and elements of a strategic plan) by the end of the contract period.

The contractor will submit monthly invoices to the DE that detail the work performed, the dates the work was performed and, if using an hourly rate, the hours when the work was performed.

The contractor will be expected to write a summary report of his/her activities at the conclusion of the contract period. This report should summarize the work performed, the level of success in reaching the purpose of the work, an evaluation of the work performed and a set of recommendations for future work in developing leadership capacity in the steering committee.

Evaluation of Project

The project will be evaluated based on documentation created during the project and a final report provided by the contractor. The contractor is encouraged to develop an evaluation procedure for the project as part of his/her proposed work plan (see #6 under Bid Content below).

Additional Information

Potential contractors are encouraged to learn more about the ECI Professional Development work at these websites:

- http://www.state.ia.us/earlychildhood/eci/stakeholder/component_groups/pro_dev_elop.html
- <http://www.iowa.gov/educate/ecpd/>

Any questions related to this Request for Proposal should be

Format and Content of Bid Proposals

The bid proposal shall be submitted on 8.5" x 11" paper (one side only).

Only one copy of the proposal needs to be submitted, and electronic submissions are welcome. If not sent electronically, the bid proposal shall be sealed in an envelope. The envelope shall be labeled with the following information:

Tom Rendon, Coordinator
Head Start State Collaboration Office
Iowa Department of Education
Grimes State Office Building
Des Moines, IA 50319-0146

Proposal Deadline

- All proposals should be received by the Iowa Department of Education no later than 4:30PM CST on November 21, 2009. Any proposal not received by this deadline or missing any of the 8 required proposal content elements listed below will be disqualified.

Proposal Content

All proposals should include the following information:

1. Full name of the lead contact for the contractor.
2. Lead Contact's Business address
3. Business telephone number, fax number and a contact's email.
4. Description of professional experiences assisting small groups in developing mission, vision and values statements, conducting future search activities and assisting in the development of strategic planning. Be sure to include the amount of time spent performing this type of work and number of clients.
5. Description of three successful experiences facilitating small groups. It will be especially useful if these experiences include small groups where group cohesion and effective functioning resulted because of the facilitation activities.
6. A proposed work plan meeting the goals of this project. The proposal should describe how the contractor plans to design and lead the group through a series of meetings to achieve the goal. The proposal should also describe how the contractor will evaluate the project and include that in the work plan proposal. Especially helpful will be a proposal that explains how the tasks will be divided into individual meetings. If possible, the proposal should also include an explanation of the theoretical base used in the facilitation and small group processing design.
7. A budget and budget narrative for performing the work described in the proposal. The budget should break down expenses into reasonable and logical cost categories. The budget narrative should describe each cost element and explain how the contractor determined expense totals for each cost element. Pricing used

should be based at fair levels to both the contractor and the department and within a competitive range for similar work in the current marketplace.

8. A list of three references of clients for whom the contractor has performed similar work.

It is recommended that the proposal be divided into 8 clearly-marked sections as suggested above. Proposals should address the specific requirements of the project and not be generic submissions appropriate to a variety of projects.

Proposal Evaluation

All proposals will be evaluated using a point system. The maximum numbers of points for each area are:

- Experience (length of time; number of clients): 25 points
- Successful Experiences (at least three; clear and compelling examples of the contractor at work; convincing record of successful facilitation): 25 points
- Service Work Proposal (addresses project goals; logical and realistic plan): 25 points
- Budget (adequate and reasonable—the lowest bid will not necessarily be awarded the contract, rather the best bid and the lowest price): 25 points

Total points: 100

The following rubrics will be used in the review and scoring process.

Formula for awarding points: Using the criteria, the reviewers will multiply the Rubric value by the Weighting. The total is the number of points to be received for that particular criterion. The maximum number of points possible is indicated at the top of each rubric.

Strong Experience (25 points maximum possible)

Rubric value	The contractor has a demonstrated history doing group facilitation, small group development and strategic planning of experience and has a number of satisfied clients form whom this type has been performed.	X Weighting	Points
1	The contractor has only been doing this kind of work for a short period and only has a few clients. The contractor does not have experience is all three practices: facilitation, small group development and strategic planning.	5	
3	The contractor has been doing this kind of work consistently for a at least 3 years or has a large number of clients. The contractor does have experience is all three practices: facilitation, small group development and strategic planning.	5	
5	The contractor has been doing this kind of work	5	

	consistently for more than 3 years and has a large number of clients. The contractor has a lot of experience in all three practices: facilitation, small group development and strategic planning.		
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Review Comments:**Successful Experience** (25 points maximum possible)

Rubric value	The contractor presents a convincing record of successful group facilitation work.	X Weighting	Points
1	The contractor presents less than three examples of successful group facilitation work.	5	
3	The contractor presents three examples of successful group facilitation work, some of which present a compelling demonstrating of effective facilitation and problem-solving to yield clear results.	5	
5	The contractor presents three examples of successful group facilitation work, all of which present a compelling demonstrating of effective facilitation and resolving serious problems in group dynamics and yielding clear and powerful results.	5	

Review Comments:**Service Work Proposal** (25 points maximum possible)

Rubric value	The contractor offers a comprehensive plan that addresses the needs articulated in the RFP.	X Weighting	Points
1	The contractor presents an incomplete plan or one that does not address the needs in the RFP or one that does not logically demonstrate how it will lead to the desired results.	5	
3	The contractor presents a complete plan that addresses the needs in the RFP and shows how it will lead to the desired results.	5	
5	The contractor presents a detailed plan that addresses all the needs in the RFP and shows how it will lead to the desired results. The plan shows a creative and ingenious approach to addressing the issues in the RFP.	5	

Review Comments:**Budget** (25 points maximum possible)

Rubric value	The contractor presents a budget that covers all needed expenses to accomplish the work in the plan using fair and competitive pricing.	X Weighting	Points
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1	Budget categories are not clearly aligned with proposed plan's activities.	5	
3	Budget categories are aligned with proposed plan's activities. The pricing used is not specifically fair or competitive	5	
5	Budget categories are clearly and explicitly aligned with proposed plan's activities. The pricing used is fair and competitive.	5	

Review Comments:

All bids will be reviewed by the team from the Bureau of Early Childhood Services, Iowa Department of Education. All selections are subject to the approval of the Bureau Chief, Bureau of Early Childhood Services, Iowa Department of Education and the Director of the Iowa Department of Education.